

DIVISION OF CHILD CARE AND EARLY LEARNING (DCCCL)
 SEASONAL CHILD CARE (SCC)
SCC PARENT RIGHTS AND RESPONSIBILITIES

To qualify for Seasonal Child Care, both parents must be working in seasonal agricultural jobs, meet income guidelines, and use child care that is licensed or certified. Funding is limited and not all that qualify will receive benefits.

YOUR SCC WORKER 'S NAME	YOUR SCC WORKER 'S TELEPHONE NUMBER
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When I receive Seasonal Child Care benefits, I am responsible to:

- Keep all appointments with my SCC worker;
- Give truthful and complete information to my SCC worker so that they can determine if I am eligible;
- Provide pay check stubs or computer printouts to verify employment;
- Choose a provider who is licensed or certified;
- Pay my provider the co-payment each month. If I do not pay my co-payment, or make arrangements to pay it, I may not be eligible for child care subsidies;
- Tell my SCC worker within ten (10) days if I have changes in my;
 - Work status, hours or employer;
 - Hours I need child care;
 - TANF assistance, if I start receiving benefits;
 - Children become eligible for migrant head start;
 - Family size, such as someone moves in or out or I have a new family member;
 - Child support paid or received; or
 - Home address or phone number.
- Only use child care when I am working or driving from child care to work and back;
- Tell my SCC worker before I change child care providers;
- Pay back money if I use child care when I am not working or driving back and forth to work;
- Sign my child in and out of child care each day using my full legal signature; and
- Cooperate with auditors from the Department of Social and Health Services who need to review my case.

If you start receiving TANF, tell your SCC worker.

**Child
 Care
 Subsidies
 are for work hours only**

**Pay your
 co-payment
 monthly or
 you may lose
 your child care.**

When I receive Seasonal Child Care benefits, I have the right to:

- Be treated politely and fairly;
- Have my application completed within 30 days;
- Be informed, in writing, of my legal rights and responsibilities;
- Keep my information confidential;
- Receive notice 10 days before my child care is stopped or reduced, except when my authorization is scheduled to end;
- Use 5 days of child care to look for work after a job ends;
- Have a legal hearing if I get a notice that I have to pay back money;
- Be provided an interpreter;
- Ask a supervisor to review a decision or action affecting my child care; and
- Hear about child care options if I don't qualify for SCC.

Child Care Providers Information for Parents:

- I can choose which licensed child care provider I want to use;
- The local Resource and Referral Agency can help locate a provider;
- I must give my child care provider the "Approved Child Care Plan" for SCC when I enroll my child;
- I have a right to change providers however I must have a new "Approved Child Care Plan" completed before changing; and
- If I have concerns about the health and safety of my children's care, I can contact the local Division of Child Care licenser or ask my SCC authorizer to help me locate the licenser.

I declare under penalty of perjury that the information given by me in this child care application is true, correct and complete to the best of my knowledge and realize that willful falsification of this information by me may subject me to penalties as provided by Washington State Law - (RCW 74.08.055)

Hearing Rights

You have a right to a hearing. To request a hearing, contact this office or write to OFFICE OF ADMINISTRATION, PO BOX 42489, OLYMPIA WA 98504-2465. You must request your fair hearing within 90 days of the date you received this decision. At the hearing, you have the right to represent yourself, be represented by an attorney or by any other person you choose. You may be able to get free legal advice or representation by contacting an office of legal services. You may be eligible to receive continued benefits pending the outcome of a hearing if you request the hearing on or before the effective date of an action or no more than 10 days after you receive this notice of this action. If you lose the hearing, any SCC program subsidies you use between the date you get this notice and the date of the hearing or hearing decision is an overpayment to you and will need to be repaid to DSHS.

My rights and responsibilities have been explained to me and I have been given a copy of this notice.

PARENT'S SIGNATURE

DATE

CONTRACTOR'S SIGNATURE

DATE